



DHS MISSION:

To build strong families by connecting Tennesseans to employment, education and support services

DHS VISION:

To revolutionize the customer experience through innovation and a seamless network of services

DHS VALUES:

- High Performance
- Collaboration
- Continuous Improvement
- A Shared Vision
- Customer-Centered Solutions

Unique Benefits

- Pension
- 401K Match
- Family Tuition
- Paid holidays



DHS Auditor - Grants and Contracts Auditor 2

Job Location: 2003 Corporate, Memphis, TN 38132

ABOUT POSITION

The Tennessee Department of Human Services (TDHS) is responsible for administering numerous programs and services to nearly two million Tennesseans, including but not limited to, Families First, the state's Temporary Assistance for Needy Families (TANF) program, Supplemental Nutrition Assistance Program (SNAP, formerly known as the Food Stamp program), Child Support, Child Care Licensing and Assistance, Adult Protective Services, Summer Food Service Program (SFSP), Child and Adult Care Food Program (CACFP), and Rehabilitation Services. TDHS has nearly 18 funding streams and operates a budget over \$2.7 billion.

The Auditor 2 is responsible for performing both specialized and general auditing tasks. The Auditor 2 will have exposure to all aspects of Audit Services which will support both professional and career development goals.

RESPONSIBILITIES

- Assist in conducting compliance audits of State departments, agencies, institutions, schools or private agencies receiving state or federal funds to determine statutory compliance
- Assist in conducting operational audits of state or private agencies to evaluate the efficiency and effectiveness of various programs
- Prepares draft audit narrative reports from work paper summaries under direct supervision, to document audit results, clearly communicate results, and make recommendations for corrective actions
- Prepares electronic work papers and supporting documentation from a review of records and other auditing resources to identify legal, financial, compliance, and/or administrative problems or discrepancies under direct supervision
- Communicates with internal and external customers in a friendly and courteous manner to promote healthy relationships and provide exceptional customer service

QUALIFICATIONS

- Bachelor's Degree in Accounting , Business, or a related field
- Knowledge (basic) of auditing principles and practices
- Critical thinking, reasoning and problem solving skills
- Excellent verbal and written communication skills
- Willingness to earn Certified Fraud Examiner (CFE) certification within 2 years
- Proficient in Microsoft Office Suite: EXCEL, Word, Outlook,
- Ability to generate reports, electronic spreadsheets
- Ability to effectively communicate with internal and external customers

Competencies

- Personal integrity
- Time Management
- Verbal and Written Communication
- Planning
- Communicates Effectively

For Information regarding State of Tennessee benefits please [click here](#).

How to apply:

- Please submit resume and cover letter outlining your related experience to talent.management.dhs@tn.gov by February 4, 2020. All email submissions must include in the subject line: Auditor 2
- Target Range: \$3,365.00 – 4,375.00. The directly related experience, knowledge, skills and abilities of the selected candidate will determine the actual salary offer.

Applicants may be subject to background check. Any position could ultimately be designated as work from home, mobile work or free address (i.e. Employees work in office and can choose from various space options based on need for a given day such as private meeting rooms, conference rooms, collaborative spaces and enclaves for individual work assignments.)

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.